

HEADQUARTERS  
GROUP 12 ILLINOIS WING  
CIVIL AIR PATROL  
UNITED STATE AIR FORCE AUXILIARY  
100 SOUTH JAMES # 3  
SPARTA IL 62286

**PERSONNEL AUTHORIZATION  
NO.**

**DATE:**

**1. The following named individual is appointed as the Test Control Officer for test security and administration. AUTH: paragraph 3, CAP Regulation 50-4, and paragraph 2-3, CAP Regulation 50-17.**

**GRADE**

**NAME**

**CAPID#**

**2. The above named individual will ensure positive control of testing material to preclude compromise.**

**LUKE B. WARMWATER, Maj, CAP  
Commander**

**DISTRIBUTION:  
1- Individual  
1-Personnel Authorization File**

**NOTE: Each CAP unit commander will ensure positive control of testing material to preclude compromise. They will appoint a TCO by letter, for test security and administration. These positions are usually assigned to members in Professional Development and Cadet Programs. THE UNIT COMMANDER MAY NOT SERVE AS TCO OR ALTERNATE. The commander MUST keep the letter current and on file in the unit. Always check the authority regulation, because it may have changed since this writing.**

**SAMPLE COPY**